

California National Guard - Human Resources Office
Army Active Guard Reserve (AGR) Officer Vacancy
Nationwide Vacancy Announcement
Amended 10 December 2009

1 POSITION

Announcement Number: 014-10		Opening Date: 10 December 2009	Closing Date: 9 January 2010
Position Title: Human Resources Technician	UIC/TDA/UMR Para/Line Number: W8AYAA/240G-06	DMOS/Branch: 001A	Maximum Grade: W3 Minimum Grade: W2
BDE/Unit Name and Address: Joint Forces Headquarters Sacramento, CA 95826		Selecting Official: CAAD G3	Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Warrant Officer <input checked="" type="checkbox"/>
Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check		Minimum Education Requirements: -Warrant Officer Advance Course	

Notes: Nationwide means: Only current AGR's, Active Duty Army or Traditional Soldiers may apply. Applicants on Active Duty Title 10 must ETS within 45 days of closing date. CW2 must have a minimum 3 yrs time in grade.

Conditions of Employment

IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- Soldier must not have been relieved for cause from any duty position, including but not limited to relief from command, in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.

Primary Duties and Responsibilities

Chief, Resource Management Branch for the Army Division G3. Supervises 3-5 personnel. Funds Manager responsible for an operating and training budget over \$100M to include all phases of program planning and analysis. Responsible for tracking and managing, delegating, distributing and reconciling budget execution of the state training programs to include individual, statutory, collective and overseas training for over 16,000 Soldiers. Conducts long range budget planning, provides projections based on variable factors, manages and monitors fund distribution. Coordinates with respective entities to provide financial and resource management IAW DoD FM rules, regulations and higher headquarters guidance. Ensures budget execution is achieved at the highest level. Advises the G3 on the status and allocation of federal funds to maximize resources. Primary expert on Fiscal Law (purpose, time and amount) as well as management controls/material weakness for the G3. Responsible for the set up of DTS travelers, organizations, budget, lines of accounting, and cross organization funding. Approval authority for the state DTS authorization and vouchers.

Primary Duties and Responsibilities Cont'

1. Advises the G3 on resource availability in order to assist with meeting the CAARNG Commander's training readiness goals.
2. Maintain effective communications between G3 staff, BDEs, USPFO and NGB PMs to provide the best recommendations and guidance IAW DoD FM rules, regulations and higher HQ guidance.
3. Provide timely assistance and training resource support to CAARNG units to meet their training objective.
4. Serve as assessor for management control evaluations in the areas of budget planning and execution. Ensure assessed programs are properly managed and evaluated.
5. Certify fund availability and only expend funds that are available under any administrative subdivision of funds.
6. Maintain informal records or review available accounting records to prevent exceeding funding targets given.
7. Ensure CAARNG budget execution is at the highest possible level based on priority and resources available.
8. Allocate training resources based on Commander's guidance.
9. Prepare budget execution plans and reports when needed.
10. Reconcile quarterly obligation and de-obligation reports IAW USPFO directives.
11. Advises the G3 on resource limitations during the pre and post deployment phases of contingency operations.

Specialty Qualification Requirements

- Soldiers applying must meet the following eligibility criteria IAW NGR 600-100, Appendix E:
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Officer.
- Must have no other record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the position of trust.
- Must have no convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will be returned to the applicant due to lack of information: (Please No binders)**

- NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one of the application.
- Three-quarter-length photograph (from the waist up) in a duty uniform taken within the previous 12 months ("official" military photograph is not required).
- Officer biographical summary.
- Certified copy of DA Form 2-1, Officer Record Brief (ORB), or Personnel Qualification Record (PQR).
- All OER's for the last three years. Supervisor must provide a written statement or memo providing information as to why Soldier's OER's are not available. Applicants in the grade of O1 must submit at least one letter of recommendation. This letter should state current duty assignment, ability to perform assigned duties and demonstrated potential.
- **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen. Ensure that height and weight are annotated.
(Certified Copy – See frequently asked questions)
- Submit body fat worksheet (if applicable).

- Current Medpros printout (Available on AKO).
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).
- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
- RPAS statement.
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current drivers license.
- **Certified copies** of all college undergraduate, Graduate and post graduate transcripts.
- Letter of Recommendation from your Commander
- Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: CAJS-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. Please do not call the AGR Branch with questions regarding your application, you will be notified by mail. Please see the frequently asked questions on our web page.

Note: If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ORB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.